

Building Permit Checklist

*If Building On an Acreage Tract of Land

1. Apply Zoning Compliance Form (Obtained from the Planning Dept.)
2. Land Disturbance Permit (Obtained from the Planning Dept- fees vary)
3. Apply for Septic Permit (Obtained from the Environmental Office)
4. Square Footage – should be broken down as finished living space, unfinished, garage, porches, etc.
5. Plans Review (**Only if you are building a basement house or if the house is over 5000 sq ft. total or has storm shelter.*) Additional charge for plans review is applied at the time building permit is issued.
6. Development Tax Receipt (Can be paid at the time permit is issued. It is obtained from Building Codes – Fee varies)

* If Building in a Subdivision

1. Subdivision plat must have been released from the Planning Dept. before building permit can be obtained.
2. Apply for Septic Permit (Obtained from the Environmental Office -) or Apply for Step Letter (Obtained from Consolidated Utility District-)
3. Land Disturbance Permit if it was not collected when the subdivision plat was submitted for approval (Obtained from the Planning Dept- fees vary)
4. Square Footage – should be broken down as finished living space, unfinished, garage, porches, etc
4. Plans Review (**Only if you are building a basement house or if the house is over 5000 sq ft. total.*) Additional charge is applied at the time building permit is issued.
5. Must have Development Tax Receipt (Can be paid at the time permit is issued. It is obtained from Building Codes – Fee varies)

Planning Department 898-7730

Environmental 898-7891

Building Codes 898-7734 (Building Permits and Development Tax)

Consolidated Utility District 893-7225

State Electric Office (*for Electrical Permits or Inspections*) 896-6117

Who can pull a permit?

A homeowner can pull a building permit for their property.

A licensed contractor (must present current copy of state license and workers comp certificate)

What needs a permit?

House

Garage

Storage Buildings (120 sq ft or more)

Barns

Swimming Pool

Porches

Decks

Carports

Moved House

Mobile Home or Manufactured Home

Remodeling interior of house (not cosmetic, just structural)

Finishing out expandable area or converting existing structure to living space

Does not need a permit

Concrete Patio

Storage building or doghouse less than 120 sq ft

Cosmetic Changes to interior or exterior of home. (vinyl siding, carpeting, etc)